SEEK At Risk ADM Manual

Guidance and Verification Steps for Districts

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Contains beneficial information for the district on the SEEK At Risk ADM report: a brief definition, generating the report, verification steps, quality assurance checklist and frequently asked questions.

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Overview

This manual will provide a brief overview of the SEEK ADM At Risk report for use by school districts. Additional SEEK funding is given to students with a free meal/SES status dependent upon the length of enrollment in the district. Districts retain the responsibility to review the report for completeness and accuracy.

Definition

Under state statute a portion of the SEEK funding formula is set aside for students with a free meal/SES status in Infinite Campus. The applicable regulatory citation pertaining to SEEK at risk is 702 KAR 3:270:

- Section 1(1) "At-risk student amount" means 15% of the **per pupil guaranteed base funding amount calculated** pursuant to KRS 157.360 times the sum of the average daily membership of students **approved for free meals the prior fiscal year and the number of state agency children** served pursuant to KRS 158.135.

- Section 2(h) The prior year average daily membership of students approved for free lunch reported through the student information system.

A report has been developed in Infinite Campus to assist districts with reviewing the at risk students. The report displays a list of students who meet **all** of the following criteria:
- Students with an enrollment record in grades K-12 in the current school year;
- Students whose last meal/SES status determined within the current school year on the FRAM meal eligibility module shows a status of "free";
- Students who are not marked as "State Exclude" on the enrollment tab.

Report Generation

The report is located under KY State Reporting>KDE Reports>SEEK At Risk ADM. Please see Figure 1 below.
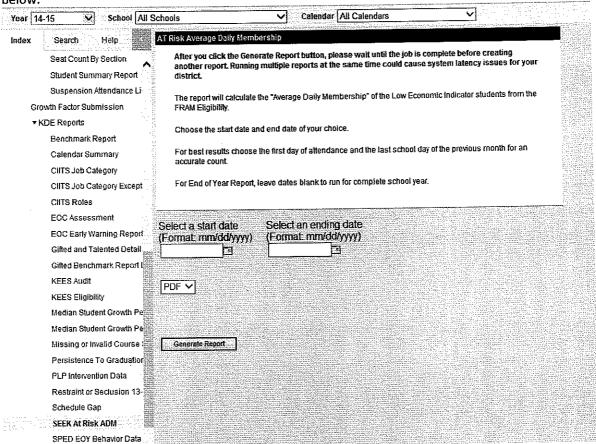

Figure 1: SEEK At Risk ADM Report Interface

Ensure that you are under "All Schools" in the calendar dropdown list within Campus to obtain the report districtwide. To generate the report for the entire school year leave the start date field and ending date field blank.

The report can be generated in either a PDF or CSV (i.e., Excel) format.

Sample Report

The report is organized by school within the district.

4/20/2015

Calculation: Enrolled Instructional Days divided by Instructional Days from Calendar

Date report generated

Average Daily Membership for *At Risk Students

Date Selection: 7/01/2014 to 6/30/2015

District Name/	Student SSID	Student Name	Grade	Instructional Days from Calendar	Enroll Start Date	Enroll End Date	Enrolled Instructional Days	SEEK AtRisk ADM
County School Name	List of students who qualify for SEEK At Risk ADM							
SCHOOL								
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014	11/17/2014	65	0.387
	2120		00	168	3/3/2015	3/27/2015	17	0.101
	2120		00	168	8/13/2014		168	1.000
	2120		00	168	8/13/2014		168	1.000

Figure 2: SEEK At Risk ADM Report (Details)

To obtain the total ADM view the final page in the report.

District Totals:	Count of Students:	459	386.924

If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

Figure 3: SEEK At Risk ADM Report (Summary)

Verification Steps

The report is primarily composed of two data elements:
- Student enrollment
- Meal/SES status[1]

Verifying both fields is important. However, the focus will be on meal/SES status since a record won't appear on the report unless the latest meal/SES record is free – and this is the most common problem that affects the report.

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[1] Meal/SES status will be used interchangeably in this manual. The socioeconomic status (SES) is used within Community Eligibility Provision districts.

Verification of Meal Status

The default student meal/SES status is "paid". Any other status must be assigned to each student. The source of the meal/SES status that feeds into the SEEK At Risk ADM report varies based on participation in the Community Eligibility Provision (CEP), which provides meals at no charge to students.

The CEP schools collect a socioeconomic status (SES) through a Household Income Form (HIF). The SES status of free/reduced/paid is determined in accordance with the USDA income guidelines. Processing is done within Infinite Campus.

For the non-CEP schools the food service director processes the forms in the point-of-sale (POS) system and then shared with Infinite Campus through a regular data transfer process. Matching on student is done by state student identifier (SSID). Errors can occur through mismatches on SSID, POS and IC not communicating, problems with the IC data mapping, etc.: districts should check the proper functioning of the data synchronization between the POS and Campus.

Non-IC POS Districts – Responsibility for Meal/SES Status

School Designation	Form	Responsible Party	Status	Originating System
Non-CEP School	Household application	Food Service Director	Meal	Food Service POS System
CEP School	Household Income Form (HIF)	FRAM Coordinator	SES	Infinite Campus

Districts can take several steps toward verifying the accuracy of the meal/SES status. The steps taken are dependent on the district's level of CEP participation: full, partial or none.

Steps for Verifying Meal Status

The FRAM Eligibility report in Infinite Campus (FRAM>Reports>Eligibility) displays a student count of meal/SES status by eligibility type.

Summary for Eligibility Type: Meal

Type	Free	Reduced	Paid	Total
Direct Source				39
Foster	39	0	0	0
Head Start	0	0	0	0
Homeless	0	0	0	455
Medicaid	455	0	0	0
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	2278
SNAP	2278	0	0	0
TANF	0	0	0	0
Non-Direct Source				597
Income	138	143	316	49
Categorical	49	0	0	0
Override	0	0	0	0
Runaway	0	0	0	3
Foster	3	0	0	0
Migrant	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	1	1
Denied	0	1	130	131
Did Not Apply	0	0	0	0
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	936	936
Total	2962	144	1383	4489

The following steps should be done for verification of meal/SES status in the district:

1. Generate the FRAM Eligibility report (FRAM>Reports>Eligibility).
   a. Set the following parameters:
      i. **School Year:** Choose the current year (default)
      ii. **Summary Type:** Daily
      iii. **Date:** Must be between the first day and last day of school for students
      iv. **Eligibility Type:** Meal (include SES as well if you are using IC POS)
      v. **Eligibility:** Free
      vi. **Eligibility Certified Type:** All
      vii. **Grades:** 00-14
      viii. **Observe State Exclude:** Marked
      ix. *(Optional)* – **Include Detail:** Marked
      x. **Show Only Latest Eligibility:** Marked
      xi. **Calendars:** Choose applicable calendars
   b. *(Non-CEP Districts/Schools)* Compare the free student counts on the FRAM Eligibility report against your POS system for non-CEP schools, 2) for the CEP schools you can compare the free percentage against the prior year.

Enrollment

Districts can spot check enrollments, especially those students who have an ADM less than 1. Ensure that the correct start/end dates are entered.

Timeline

Activity	Early May	Mid-June	End of June	Comments
Preliminary Verification	■			Validation and clean-up of data by districts
Final Verification		■		Final review by district
Data Pull			■	Data extracted by KDE on last business day in June

Districts should be aware of the timeline involved with SEEK At Risk ADM verification. Preliminary numbers will be shared with the district's DPP for verification. The prior year's SEEK At Risk ADM will be shared for districts to compare their numbers to.

In mid-June the district will receive the final SEEK At Risk ADM numbers. The district will need to confirm the accuracy of the final SEEK At Risk ADM number with KDE. The email sent with the final number will provide instructions on certifying the report data.

Frequently Asked Questions

What should I be verifying?
When you receive the preliminary SEEK At Risk ADM report you will want to verify that the number appears reasonable as compared to what is in Campus. You'll also want to compare what your current year's number is against the prior year. Use the steps shown above to verify the accuracy of your current SEEK At Risk ADM.

The number of free students appears low for a school. What should I do?
Run the POS student roster for that school for all who have a free meal status and check each name against the SEEK At Risk ADM report. If a student does not appear on the report then investigate further: check that a free meal status record is in FRAM.

I found issues after the June 30th deadline. What should I do to correct my numbers?
Issues found should be immediately reported to Samantha Engstrom or Chay Ritter.

Who should I contact if I have any questions?
Please contact Samantha Engstrom at (502) 564-5625